



SUMMER CAMP JOB ANNOUNCEMENT/DESCRIPTION

POSITION TITLE: Resident and Day Camp Program Coordinators

REPORTS TO: Camp Program Director

DATE: Summer 2019

GENERAL FUNCTION: The Resident and/or Day Camp Program Coordinators are responsible for assisting the Camp Program Director with leading, planning, preparing, supervising staff, general program operations, and for camp counseling. Resident and Day Camp Counselor/Naturalists are the primary care providers and mentors for our campers. Counselors are responsible for individualized camper care, carrying out overall camp program operations, teaching traditional camp and environmental education activities, maintaining program equipment and general facility cleanliness.

YMCA Camp Glacier Hollow offers a variety of traditional Resident Overnight Camps, Day Camps and Adventure Trips for youth ages 7-17. We are dedicated to providing a safe, fun and small group environment, which develops the spirit, mind and body of each individual. Camp is a special place where youth and teens learn about the environment, develop positive values, make meaningful friendships, learn new skills and increase self-confidence. In our community of caring adults Y Camp Glacier Hollow helps kids grow and find themselves. Camp is nestled just 14 miles east of Stevens Point in beautiful Central Wisconsin on Lake Elaine. Camp serves up to 175 total campers per week and runs from May 23 – August 31, 2019.

QUALIFICATIONS: Resident and/or Day Camp Program Coordinators must be at least 20 years of age and has previous camp or related leadership experience and bachelor's degree or it's equivalent. A valid driver's license, CPR and first aid are required. Lifeguarding certification and American Red Cross Responding to Emergencies or equivalent preferred. Preference will be given to applicants who have completed college course work or a degree in camp management, environmental education, education, recreation or related fields. Training and/or experience in one or more of the following areas are desired: camp counseling, team building, experiential education, environmental education, outdoor adventure/recreational activities, waterfront supervision, arts & crafts, campfires, and field sports. Previous leadership experience and/or desire to work with youth and teens is required. Must be a positive role-model, flexible, energetic, dedicated and a responsible team player. Some online pre-camp training may be required.

PHYSICAL REQUIREMENTS: Must be able to lead and participate along with groups of campers in various physical activities and in various indoor/outdoor settings. A high level of physical fitness, energy, and stamina, as well as, being able to lift/carry/load heavy supplies and equipment is required. Such activities include traditional camp activities, canoeing, team building, swimming, and other sports and activities. Prior to work all staff will be required to provide a Physician signed health examination which includes a Mantoux Tuberculin Skin Test.

SALARY: Salary pay ranges from \$250-\$265/week for Resident Camp Coordinator and \$360-\$370/week for Day Camp Coordinator for 13-14 weeks from May 23 – August 31, 2019 (depending on experience, qualifications and room and board). Room and 3 meals/day are provided during staff training, for resident camp staff and for day camp overnights. Day Camp Coordinator may have an option to take room and board.

APPLICATIONS: For more information and application forms, please contact:

Tiffany Praeger, Camp Director
Stevens Point Area YMCA, 1000 Division Street, Stevens Point, WI 54481
tpraeger@spymca.org (715) 342-2980 ext. 326

APPLICATION DEADLINE: Positions will be filled as qualified applicants are identified with the intent that all positions will be filled by April 15th.

Page 1 of 2

Stevens Point Area YMCA (Business)

1000 Division Street • Stevens Point, Wisconsin 54481 • 715-342-2980 • fax: 715-342-2987 • www.spymca.org

YMCA Camp Glacier Hollow (June – August)

P.O. Box 142 • 9289 Pavelski Road • Nelsonville, WI 54458 • 715-824-5267 • www.glacierhollow.com

WORK SCHEDULE: The Stevens Point Area YMCA has a full schedule of programs during the summer months, including programs that continue on some weekends and holidays.

Resident Camp Coordinator is expected to live on camp during residential camps. Camp lodging may be in non-heated cabins shared with campers and other staff. Resident Camp Coordinator will be given scheduled time off and will support day camp programs during days/weeks of non-residential camps. Resident Camp Coordinators will typically get 1-2 hour scheduled breaks each day and additional off-site time weekly. There are 13-14 weeks of employment available. Some pre-summer planning hours required, flexible schedule.

Day Camp Coordinator typical workday is 8:00am-5:00pm, Monday –Friday and 6-8 one night overnights on scheduled Wednesdays or Thursdays. The Day Camp Coordinator is also required to work a rotational pre and post camp (1-3 weeks dependent on need) from 6:30am-9:00am or 4:30pm-6:00pm. Day Camp Coordinator will lead and plan the staff meetings which are held once a week at the end of the camp day on most Tuesdays. 14 weeks of employment. Some pre-summer planning hours required, flexible schedule.

2019 PROGRAM SCHEDULES INCLUDE:

Resident Camp Staff		Adventure Trip Staff		Day Camp Staff	
May 23-25 & May 28-June 7	Overnight Staff Training Day Camp (June 7)	May 23-25 & May 28-June 7	Overnight Staff Training Day Camp (June 7)	May 23-25 & May 28-June 7	Overnight Staff Training Day Camp (June 7)
June 10-14	LIT Training w/ Thurs. ON	June 10-14	LIT Training w/ Thurs. ON	June 10-14	Sports of All Sorts w/ Wed. ON
June 16-21	CIT Training	June 16-21	Canoe-Climb-Hike Trip	June 17-21	Zombies Return w/ Wed. ON
June 23-28 June 23-26	Huntin' Fishin' Campin' Beginning Adventures	June 23-28	Resident/Day Support	June 24-28	Art is ALL Around
July 1-3 & 5	*Day Support; Tues. ON	July 1-3 & 5	*Day Support; Tues. ON	July 1-3 & 5	Reach for the Stars w/ Tues. ON
July 7-12	Camp Wise Spirits for Girls	July 7-12	Day Support; Female on Res Camp	July 7-12	Wet N' Wild 1 All Females on Res Camp
July 14-19	The Adventure	July 14-19	Resident/Day Support	July 15-19	Fishing Frenzy
July 22-26 July 26-27	Day Support; Wed. ON KDAC Fri-Sat ON	July 21-26	Flambeau Canoe Trip	July 22-26 July 27	Nuts for Nature w/Wed. ON KDAC Sat Day Program
July 29-Aug 2 Aug 3	Day Support; Thurs. ON Saturday Timbertop Training	July 28-Aug 2 Aug 3	Porkies Backpack Trip Saturday Timbertop Training	July 29-Aug 2	Wet N' Wild 2 w/ Thurs. ON
Aug 4-10	Timbertop Camp for Kids w/ LD	Aug 4-10	Resident/Day Support	Aug 5-9	Horsin' Around w/ HR
Aug 11-16	Splash & Sport	Aug 11-16	Resident/Day Support	Aug 12-16	Oopy Goopy Week
Aug 19-23 Aug 23-25	*Day Camp Support; Wed. ON; *Family Camp Weekend	Aug 19-23 Aug 23-25	*Day Camp Support; Wed. ON; *Family Camp Weekend	Aug 19-23	Survivor: FF w/ Wed. ON
Aug 26-30 Aug 31	*Day Camp Support; Thurs. ON; Thurs. Open House Saturday Camp Clean-up	Aug 26-30 Aug 31	*Day Camp Support; Thurs. ON; Thurs. Open House Saturday Camp Clean-up	Aug 27-31 Aug 31	Farewell Fun w/ Thurs. ON; Thurs. Open House Saturday Camp Clean-up

**Indicates Possible Week Off (Depending on Requests and Need)*

ON = Wednesday or Thursday Day Camp Overnights

KEY RESULT AREAS for Resident & Day Camp Counselors:

- Provide a SAFE and FUN experience for all summer camp program participants.
- Ensure smooth program operations that are responsive to participants needs.
- Create fun and educational activities.
- Establish positive and productive relationships with campers, parents and staff.
- Support social, emotional, spiritual, and physical development and provide positive guidance to all program participants.
- Provide positive leadership and role modeling.
- Maintain a flexible, energetic, and mature attitude.
- Incorporate Character Development, the YMCA Four Values, and the YMCA mission into all aspects of the camping programs.
- Maintain a commitment to professionalism, quality programming and clean facilities.
- Ensure the safety and wellbeing of participants by; knowing participant locations at all times, making participants aware of and enforcing appropriate safety regulations and procedures, applying appropriate behavior management techniques, and maintaining all program equipment and facilities.
- Work as a contributing team member and demonstrate initiative.
- Adhere to the Stevens Point Area YMCA Code of Conduct, Staff Polices, and Camp Licensing procedures.
- Adhere to OSHA standards and guidelines.

I understand and mutually accept that the above job description represents my agreement as to the job to be performed and that this job description is not a contractual agreement.

Employee Signature _____

Date _____

Employer Signature _____

Date _____